

SECRET

14 DEC 1970

MEMORANDUM FOR: Chief, Executive & Planning Division

SUBJECT : Implementation of OMB
Circular A-44 (Revised)
Dtd. 16 February 1970

1. Reference is made to your memorandum dated 13 November 1970 calling for the submission of our Management Effectiveness and Cost Reduction goals for the last six months of fiscal year 1971.

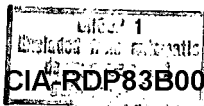
2. Forwarded herewith for inclusion in the consolidated Office report are a number of items falling under both categories mentioned above. The savings expected to be realized by the Cost Reduction goals are specifically indicated. The savings to be realized from those goals listed under Management Effectiveness will be applied to the production of more units of work necessitated by a continuing heavy caseload without any increase in manpower.

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Deputy Director of Security (IOS)

Att.

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SECTION IManagement Effectiveness Goals (FY 1971)

1. To convert the office space now occupied by the Special Facilities Desk, Special Activities Branch, OSD, into a vault area. When this is accomplished, the Desk will be able to dispose of five four-drawer safes, making for a more efficient and more secure operation for this sensitive activity.

Too many
X

2. To convert to NCR paper, in tablet form, an Agency form which is a manifold carbon form currently being used quite extensively by the Special Facilities Desk of the Special Activities Branch of OSD.

Is the safe you

The savings in time that will ensue as a result of this change, but which cannot be calculated at present, will be applied to the production of more units of work.

X

3. To procure four desks equipped with two-drawer safe cabinets in exchange for separate desks and safes now being utilized by Support Branch/OSD. The purpose of this exchange is to make maximum utilization of a confined area now occupied by the Support Branch in the Headquarters building. In addition, this action will facilitate a more orderly storage system for classified material and effect better administrative control of this material. It will also provide additional space for another Branch supervisor whose services are urgently needed.

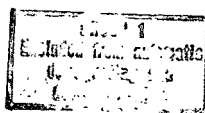
Too many
X

4. To initiate a more readily accessible means to obtain necessary information from security files, especially by those components of the Operational Support Division physically separated from the Headquarters building. This could be in the form of a secure telecon system that would provide the separated components with immediate access to pertinent information contained in the files and which would result in greater efficiency and more expeditious handling of sensitive assignments.

Can't estimate
X
Mention to the Board

Can't estimate
from hours savings
for

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